

EXTERNAL - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY
Division: Employment Relations
Bureau: Workers' Compensation Claims Assistance
Date Posted: 07/08/2008
Job Category: Computer and Mathematical
Position Number: 66204491
Position Title: WORKERS' COMPENSATION ANALYST
Bargaining Unit: 038
Union: MPEA
Location: HELENA
Job Status: Full Time Permanent
Salary: \$39,189.00 to \$48,987.00
Salary Unit: Year
Additional Salary Info: Applicants' qualification will be assessed based on minimum qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.
Shift: Daytime
Band: 6
Closing Date: 08/01/2008
Supplement Required: Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center
- OR -

State Agency:
DEPARTMENT OF LABOR & INDUSTRY
P.O. Box 1728
HELENA, MT 59624
Phone: (406) 444-3710
Fax: 444-3685
TTY: 444-0532
E-mail: dliapps@mt.gov

Special Information:

Occasional overnight travel by air or automobile may be required. For further information about DLI agency and job application materials see: <http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave,

and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

Duties:

This position is responsible for research, analysis, and interpretation of Montana's workers' compensation system and its cost drivers (premiums, medical benefits and wage loss benefits), along with the systems relationship and comparison to other states. Establishes systems, models, and standards for effective data research, collections, analysis, and reports as well as interpretation. Ensures conformance with national workers' compensation programs, Department policies and procedures, and professional standards. Modifies models according to continuously evolving economic dynamics, demographics, and other Montana-specific factors. Establishes plans, procedures, and priorities for various data research, analysis, and reporting projects to ensure appropriate allocation of workload. Designs, prepares, and submits annual, quarterly, and special issue reports for use by the Governor, Legislature and workers' compensation community. Researches, evaluates, measures, and assists in the maintenance of the quality of workers' compensation data in the workers' compensation automation project (WCAP) database on an ongoing basis. Queries complex databases and develops ad hoc reports.

Competencies:

Requires knowledge of theories, principles, practices, and procedures of macro and microeconomics; advanced statistical analysis, regression techniques, and econometric modeling; professional research, analysis, and reporting methods and standards; automated data system processes; and mathematics and computation.

Must have skills in analyzing and interpreting complex and interrelated data and statistics; operating and applying advanced research tools and techniques, including automated systems, software, and peripherals; build complex spread sheets; graphically present results of data analysis; and translating technical information to varied audiences verbally and in writing explaining technical information to non-technical audiences so they understand presented information. Skills and ability in negotiating consensus among differing points of view; determining and fulfilling uncertain technical assistance needs; managing multiple projects and priorities; statistical programming and analysis skills using SAS, Crystal Reports, Excel or similar software; conducting effective meetings; maintain effective working relationships; and team membership.

Must have ability to develop and implement complex analytical procedures, advanced research projects, and econometric models; set personal direction and work independently; conceptualize an idea and follow it through to implementation; plan, utilize technology to best advantage, understand what information is needed and where and how to collect it, identify critical information necessary to analyze problems, and develop short and long term plans that are appropriately comprehensive, creative, realistic and effective in meeting established goals; exercise diplomacy and sensitivity on confidential, controversial and otherwise sensitive issues; and provide quality customer service.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these

values.

Education/Experience:

Qualifications are generally met by an equivalent combination of relevant education and experience equal to five years. Qualifying education includes business administration, economics, statistics, public administration or other research-intensive field. Qualifying experience is in professional research and analysis, using techniques in advanced statistical analysis, regression techniques, mathematics, and econometric modeling. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications & Selection Process requirements:

1. SIGNED (typed signatures are considered) and COMPLETED State of Montana Employment Applications (PD 25).
2. Completed WRITTEN (typed) RESPONSE to Supplemental Questions.
3. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
4. Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov> or <http://dli.mt.gov/jobopenings>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials.

**MPEA selection will be based on the following:

Qualifications = 30% Capabilities = 60% Seniority = 10%

***If reasonable accommodations are required, please notify Office of Human Resources (406) 444-3710/444-4534 in advance.

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page.

1. Please provide an example of a research or analysis project you have conducted and written.